Treasury Board of Canada Secretariat
Secrétariat du Conseil du Trésor du Canada

Better government: with partners, for Canadians

2013–14

Annual Reports on the *Access to Information Act* and the *Privacy Act*

Canada

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1. Report on the *Access to Information Act*

1.1 Introduction

The *Access to Information Act*[i] gives Canadian citizens, permanent residents, and all individuals and corporations present in Canada the right of access to records under the control of a government institution subject to the Act. The Act complements, but does not replace, other means of obtaining government information.

This report is prepared and tabled in Parliament in accordance with Section 72 of the *Access to Information Act*. It covers the period from April 1, 2013, to March 31, 2014.

1.2 Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Treasury Board of Canada Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat provides advice and support to Treasury Board ministers in their role of ensuring value for money and providing oversight of the financial management functions in federal departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources. The Secretariat is also responsible for the comptrollership function of the government.

Under the broad authority of Sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

1.3 Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. The ATIP Office coordinates responses to ATIP requests and consultations from other government institutions for the Secretariat as a department. This office also provides advice to the Secretariat's employees as they fulfill their obligations under the *Access to Information Act* and the *Privacy Act*.

The ATIP Office has nine full-time positions to fulfill the Secretariat's obligations under the *Access to Information Act* and the *Privacy Act*. The staff of the ATIP Office in 2013–14 consisted of eight employees: a Director and seven access to information officers at various levels. The officers' work ranges from processing access to information requests to carrying out consultations with departments or third parties and responding to calls and informal requests for information.

1.4 Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution and to whom. The President of the Treasury Board has delegated most of the responsibilities set out in the *Access to Information Act* and the *Privacy Act* to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, within the Secretariat. The Secretary has been delegated responsibilities for addressing complaints not resolved between the ATIP Office and investigators from the Office of the Information Commissioner and the Office of the Privacy Commissioner.

Copies of the approved Secretariat delegation orders can be found in Appendix C.

1.5 Statistical Report

Statistical reporting on the administration of the *Access to Information Act* and the *Privacy Act* has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and *Privacy Act* legislation. This information is made public on an annual basis in an *Info Source Bulletin*[ii] and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The Secretariat's 2013–14 statistical report on the *Access to Information Act* is provided in Appendix A.

1.6 Interpretation of the Statistical Report for Requests Under the *Access to Information Act*

In this reporting period (April 1, 2013, to March 31, 2014), the Secretariat received a total of 578 new requests under the *Access to Information Act*. This represents an increase of 277 requests (92%) from last year's total of 301. In addition to the new requests, 60 requests were carried forward from 2012–13.

Of the 578 new requests, 331 (57%) were transferred or redirected to other federal institutions, as they were on subjects within their mandates or on topics on which the Secretariat had no records.

Of the 578 requests received during the 2013–14 reporting period, 346 (60%) came from the public, and the remaining 40% were requests from media, businesses, academia and organizations.

In 2013–14, the Secretariat's ATIP Office responded to formal access to information requests involving the review of 57,175 pages (23,362 fewer pages, or 29% less, than last year). The Secretariat recommended for release 27,299 pages (48%) of the 57,175 pages reviewed. This reflects the nature of the Secretariat's work, which involves a large number of Cabinet confidences. The decrease in the total volume of pages processed is due to three key factors:

- Proactive posting of frequently sought information and completed access to information summaries on the government's Open Data Portal;
- Proactive negotiation with the requestors on files that had a large volume of records to reduce superfluous information and expedite processing; and
- A larger number of requests for information that was either outside of the Secretariat's mandate or for which the Secretariat had no records.

In 138 cases, requestors wanted to receive the information in a paper copy, and in 44 cases records were sought and provided in an electronic format. Requestors continue to have the option of receiving information on CD-ROM at no extra charge, thereby eliminating the cost of photocopies.

About 10% of the access to information requests (51 requests) involved the review and processing of up to 500 pages. Six cases involved the release of a total of 8,000 pages, averaging about 1,300 pages each. Processing of such large files takes significantly longer and requires closer attention to ensure internal consistency and proper sequencing of records.

Table 1 shows the latest three-year trend of the Secretariat's processing of access to information requests.

Table 1. Overview of *Access to Information Act* Requests

Fiscal Year	Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate
2013–14	578	563	57,175*	27,299*	98%**
2012–13	301	324	80,537	56,654	95%
2011–12	354	336	47,472	27,897	99%

*Section 2.5.1 of the statistical report in Appendix A does not reflect all pages reviewed and released in the ATIP Office.

** This includes all extensions which were taken in accordance with sub-paragraphs 9(1)(a)(b) and (c) of the Act.

Although the volume of pages reviewed and processed is 29% lower than last fiscal year, the number of access to information requests that the Secretariat received has gone up 92%, the largest increase in the past three years. This increase can be attributed to requestors' continued interest in leave usage, collective bargaining and disability management issues, and to a temporary surge of requests that the Secretariat received as part of the ATIP online purchase initiative.

1.7 Other Requests

During this same period, the Secretariat received 173 *Access to Information Act* consultation requests from other federal government departments involving Secretariat records or issues, a decrease of 90 requests (34%) from the previous year. The Secretariat was asked to review a total of 6,339 pages of information as part of these consultations. This decrease may have been due to the Secretariat's proactive disclosure practices, which reduced the need for consultation on records that are already public.

As a result of the web posting summaries of completed access to information requests,[iii] the Secretariat received additional informal requests for previously released information. The ATIP Office processed 159 informal requests (not subject to the *Access to Information Act*), as compared with 97 in the previous year (a 64% increase). These informal requests are processed as part of the Secretariat's broader objective of providing Canadians with relevant information on an informal and timely basis, and in the spirit of transparency and open government.

As in previous years, the ATIP Office acted as a source of expertise for Secretariat officials, providing advice and guidance on the provisions of the legislation. It was consulted regularly on the disclosure and collection of data on a wide range of subjects, and provided advice to ensure transparency and compliance with the legislation. This included publications to be posted on the Open Government website, surveys and forms, proactive disclosures on travel and hospitality, advice on information management, security of information, and the review of audits to be posted on the Internet. The Secretariat also participated and contributed information to the investigation on instant messaging conducted by the Office of the Information Commissioner.

Throughout the year, the ATIP Office continued to receive frequent telephone calls and emails from the general public seeking guidance on how to obtain information under the *Access to Information Act* and the *Privacy Act* and where they should forward their requests. Many of these enquiries were redirected to the Royal Canadian Mounted Police, the Canada Border Services Agency, Citizenship and Immigration Canada, and occasionally, to provincial Freedom of Information Offices.

1.8 Disposition of Completed Requests

In 2013–14, 563 requests were completed, with information disclosed in accordance with the provisions of the legislation. Table 2 provides an overview of the disposition of the completed requests.

Table 2. Disposition of Completed Requests

Number of Requests*	Disposition
59 (10%)	Fully disclosed
123 (22%)	Partially disclosed
5 (1%)	Excluded in entirety
15 (3%)	Exempted in entirety
17 (3%)	Transferred to another institution
314 (56%)	No existing records
29 (5%)	Withdrawn by applicant
1 (0%)	Treated informally

* Percentages may not add to 100 due to rounding.

Most requests that fall within the Secretariat's mandate were partially disclosed due to the nature of the Secretariat's business, which involves a significant number of Cabinet confidences and sensitive advice and recommendations to the President. Because the President of the Treasury Board is responsible for ensuring compliance with the *Access to Information Act* and the *Privacy Act* government-wide, the Secretariat receives a large number of requests that fall within the mandates of other federal departments. Such requests are registered, reviewed and redirected to the appropriate organization. In Table 2, these requests are presented as "Transferred to another institution" and "No existing records."

1.9 Completion Time and Extensions

The legislation sets timelines for responding to access to information requests and allows for extensions when responding to the request requires review of a large amount of information or extensive consultations with other organizations.

Table 3 provides the response times for the 563 access to information requests that the Secretariat completed in 2013–14.

Table 3. Completion Time and Extensions

Number of Requests*	Completion Time
304 (54%)	Within 1 to 15 days
109 (19%)	Within 16 to 30 days
42 (7%)	Within 31 to 60 days
50 (9%)	Within 61 to 120 days
34 (6%)	Within 121 to 180 days
22 (4%)	Within 181 to 365 days
2 (0%)	More than 365 days

* Percentages may not add to 100 due to rounding.

The Secretariat received a number of requests that fall under other departments' mandates; these requests are completed within 1 to 15 days. Requests that were processed after the initial 30 days required consultations with other government departments or the Secretariat's Legal Services Division in order to confirm Cabinet confidences. In this reporting period, the Secretariat sought extensions in 124 instances (22%) in order to consult with other government institutions or third parties. Overall, of the 563 requests, 550 (98%) were completed within the prescribed time limits, which includes all extensions which were taken in accordance with sub-paragraphs 9(1)(a)(b) and (c) of the Act.

As in the previous year, access to information requests that the Secretariat received in this reporting period were complex and often required cross-departmental, regional or cross-jurisdictional data that is not readily available. These requests resulted in requestors paying additional search and retrieval fees as well as programming fees.

Several factors contributed to the Secretariat's 98% on-time response rate, including weekly statistical performance reports, strong case file management, conducting information sessions with Secretariat officials and sector contacts, and a streamlined process for confirmation of Cabinet confidences and delegation orders.

1.10 Exemptions Invoked

The *Access to Information Act* allows, and in some instances requires, that information such as on national security, law enforcement or trade secrets be exempted and not released.

In 2013–14, the Secretariat invoked a total of 442 exemptions as per specific sections of the *Access to Information Act*. The exemptions were as follows:

- Section 13: Exempting records obtained in confidence from other levels of government (5);

- Section 14: Exempting records related to federal-provincial affairs (2);
- Section 15: Exempting records expected to be injurious to the conduct of international affairs and the defence of Canada (18);
- Section 16: Exempting records containing law enforcement and security information (17);
- Section 18: Exempting records expected to prejudice the economic interests of Canada (43);
- Section 19: Exempting records containing personal information (67);
- Section 20: Exempting records containing third-party business information (41);
- Section 21: Exempting records containing information related to the internal decision-making processes of government (208);
- Section 23: Exempting records related to solicitor-client privilege (33);
- Section 24: Exempting records related to statutory prohibitions (7); and
- Section 26: Exempting records where information is to be published within 90 days (1).

1.11 Exclusions Invoked

The *Access to Information Act* does not apply to information that is already publicly available, such as government publications and material in libraries and museums. It also excludes material such as Cabinet confidences. Consistent with the Act, exclusions were invoked 142 times: twice for information that could be found in the public domain (Section 68(a)) and 140 times under Section 69 for confidences of the Queen's Privy Council for Canada. Because the Secretariat provides administrative support to the Treasury Board, which is a Cabinet committee, it has a large number of documents classified as Cabinet confidences.

1.12 Fees

During the reporting period, the Secretariat collected $1,610 in application fees, $780 in search fees, $60 in programming fees and $124 for reproduction of material to be released or for response preparation time.

1.13 Costs

During 2013–14, the ATIP Office incurred $462,444 in salary costs and $105,343 in administrative costs (software licences, professional services fees, office equipment and supplies, training) to administer the *Access to Information Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the Acts.

1.14 Education and Training

During 2013–14, the ATIP Office continued to conduct training sessions for the Secretariat's employees on a regular basis—13 sessions were provided to 228 staff. Some of these sessions were tailored to specific needs of divisional teams and sectors across the Secretariat.

1.15 Policies, Guidelines, Procedures and Initiatives

To make the process of requesting government records simpler and more convenient, on April 9, 2013, the Government of Canada launched a pilot initiative that enables Canadians to submit their ATIP requests and fees online.[iv] Citizenship and Immigration Canada, Shared Services Canada and the Treasury Board of Canada Secretariat were the participants in the pilot. The service has now been expanded to include 23 federal government institutions, making it easier to submit an access to information or privacy request across government. This initiative is part of the modernization of the administration of access to information, one of the commitments of *Canada's Action Plan on Open Government*.[v]

To ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the Secretariat's ATIP Office continued to disseminate a variety of tools and checklists and held face-to-face meetings with new staff and contacts. These tools and meetings were instrumental in ensuring that the Secretariat's employees are aware of their roles and responsibilities related to ATIP requests.

1.16 Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 19 new complaints with the Information Commissioner in 2013–14, a slight decrease of 2 complaints from a total of 21 in 2012–13.

The reasons for the new complaints were as follows:

- 9 were related to the exemption or exclusion of information;
- 8 pertained to time limits (i.e., extensions taken or time taken to respond to requests);
- 1 related to fees assessed for a request; and
- 1 was regarding the new online request form and its collection of information on categories of applicants.

Eighteen of the new complaints received dealt with formal requests made under the *Access to Information Act.*

During this fiscal year, 21 complaint investigations, which included 8 carried over from the previous year, were completed. Results were as follows:

- 2 complaints were determined not to be well-founded;
- 7 complaints were withdrawn by the complainant;

- 6 complaints were assessed as well-founded and resolved without recommendations;
- 1 completed complaint was the Information Commissioner's systemic investigation on the use of text-based messaging functions. The Information Commissioner considered the complaint to be well-founded and provided recommendations;
- 4 complaints were assessed as resolved; and
- 1 complaint was settled in the course of the investigation.

All completed complaints dealt with formal responses to requests made under the *Access to Information Act*.

There were no new court cases in 2013–14. There have been no new court cases against the Secretariat in relation to the *Access to Information Act* and the *Privacy Act* in the last six years.

1.17 Information Holdings

Info Source is a series of publications containing information about and collected by the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in *Sources of Federal Government and Employee Information 2013*.[vi] *Info Source* also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions that are subject to the *Privacy Act*.

Since the *Access to Information Act* and the *Privacy Act* were enacted, technology and communications approaches have evolved. In order to improve service delivery and reduce reporting burdens on institutions, the Chief Information Officer Branch of the Secretariat undertook to transform *Info Source: Sources of Federal Government and Employee Information* from a static electronic document to a responsive web resource and to improve service to both the public and to ATIP professionals in federal departments. The ATIP Office of the Secretariat participated in the initial pilot to test a decentralized approach to publishing of *Info Source*. This initiative has made it easier to access government information, and it helped strengthen transparency to the public.

All *Info Source* publications[vii] are available online free of charge.

2. Report on the *Privacy Act*

2.1 Introduction

The *Privacy Act*[viii] provides Canadian citizens and permanent residents with the right of access to and correction of personal information about themselves that is under the control of a government institution. The Act also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the Act.

Under the *Privacy Act*, personal information is defined as "information about an identifiable individual that is recorded in any form." Examples include information relating to the race, national or ethnic origin, colour, religion, age or marital status of an individual; the education or the medical, criminal, financial or employment history of an individual; the address, fingerprints or blood type of an individual; and any identifying number, symbol or other particular identifier assigned to an individual.

This report has been prepared and tabled in Parliament in accordance with Section 72 of the *Privacy Act*. It covers the period from April 1, 2013, to March 31, 2014.

2.2 Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Treasury Board of Canada Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat provides advice and support to Treasury Board ministers in their role of ensuring value for money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources, and is also responsible for the comptrollership function of the government.

Under the broad authority of Sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

2.3 Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. The ATIP Office coordinates responses to ATIP requests and consultations from other government institutions for the Secretariat as a department. This office also provides advice to the Secretariat's employees as they fulfill their obligations under the *Access to Information Act* and the *Privacy Act*.

The ATIP Office has nine full-time positions to fulfill the Secretariat's obligations under the *Access to Information Act* and the *Privacy Act*. The staff of the ATIP Office in 2013–14 consisted of eight employees: a Director and seven access to information officers at various levels. The officers' work ranges from processing access to information requests to carrying out consultations with departments or third parties and responding to calls and informal requests for information.

2.4 Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Privacy Act* have been delegated by the head of the institution and to whom. The President of the Treasury Board has delegated most of the responsibilities of the *Access to Information Act* and the *Privacy Act* to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, within the Secretariat. The Secretary has been delegated responsibilities for addressing complaints not resolved between the ATIP Office and investigators from the Office of the Information Commissioner and the Office of the Privacy Commissioner.

Copies of the approved Secretariat delegation orders can be found in Appendix C.

2.5 Statistical Report

Statistical reporting on the administration of the *Access to Information Act* and the *Privacy Act* has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and *Privacy Act* legislation. This information is made public on an annual basis in an *Info Source Bulletin*[ix] and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The Secretariat's 2013–14 statistical report on the *Privacy Act* is provided in Appendix B.

2.6 Interpretation of the Statistical Report for Requests Under the Privacy Act

During the reporting period (April 1, 2013, to March 31, 2014), the Secretariat received a total of 144 new requests under the *Privacy Act*. This represents an increase of 60 requests (71%) from last year's total of 84. In addition to the new requests, a total of 3 requests were carried forward from 2012–13.

Of the 144 new requests, 104 (72%) were redirected to other federal institutions, as they were on subjects within their mandates.

In this reporting period, there was an increase in the number of pages reviewed over last year; responding to formal requests involved the review of 4,545 pages, of which 4,009 (88%) were released.

Table 4. Overview of *Privacy Act* Requests

Fiscal Year	Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate
2013–14	144	139	4,545	4,009	100%*
2012–13	84	86	2,260	2,240	99%
2011–12	119	118	4,759	4,617	98%

* This includes all extensions which were taken in accordance with sub-paragraphs 15(a)(i) and (ii) of the Act.

Current and former federal public service employees are the primary requestors of information under the *Privacy Act*. Requests were related to an increase in personnel or staff-relations issues that required the Secretariat's involvement, in particular with respect to the workforce reduction exercise.

2.7 Other Requests

During this same period, the Secretariat responded to 10 *Privacy Act* consultation requests from other departments involving Secretariat records or issues.

As in the previous years, the ATIP Office acted as a source of expertise for Secretariat officials, providing advice and guidance on the provisions of the legislation. It was consulted regularly on the disclosure and collection of data on a wide range of subjects, and provided advice to ensure transparency and compliance with the legislation. This included surveys, various information management issues, privacy impact assessments, privacy protocols, security of information, and privacy notices for various forms and questionnaires.

Throughout the year, the ATIP Office also received numerous telephone calls and emails from the general public seeking guidance on how to obtain information under the *Access to Information Act* and the *Privacy Act* and where they should forward their requests. Many of these enquiries were redirected to the Royal Canadian Mounted Police, the Canada Border Services Agency, Citizenship Immigration Canada and, occasionally, to provincial Freedom of Information Offices.

2.8 Disposition of Completed Requests

In 2013–14, 139 requests were completed. The disposition of the completed requests was as shown in Table 5.

Table 5. Disposition of Completed Requests

Number of Requests*	Disposition
6 (4%)	Fully disclosed
6 (4%)	Partially disclosed
123 (88%)	No existing records
4 (3%)	Withdrawn by applicant

* Percentages may not add to 100 due to rounding.

Because the President of the Treasury Board is responsible for ensuring compliance with the *Access to Information Act* and the *Privacy Act* government-wide, the Secretariat receives requests that fall within the mandates of other federal departments. Such requests are registered, reviewed and redirected to the appropriate organization. In Table 5, these requests are shown as "No existing records."

2.9 Completion Time and Extensions

The legislation sets timelines for responding to the privacy requests and allows for extensions when responding to the request requires review of a large amount of information, extensive consultations with other organizations or for translation purposes. Table 6 presents the response times for the 139 requests that the Secretariat completed in 2013–14.

Table 6. Completion Time and Extensions

Number of Requests	Completion Time
126 (91%)	Within 1 to 15 days
7 (5%)	Within 16 to 30 days
6 (4%)	Within 31 to 60 days
0 (0%)	Within 61 to 120 days

The Secretariat receives a large number of requests that fall under other departments' mandates; these requests are completed within 1 to 15 days. Requests processed after the initial 30 days required consultations with other government departments.

Of the 139 requests, 139 (100%) were completed within the prescribed time limits, which includes all extensions which were taken in accordance with sub-paragraphs 15(a)(i) and (ii) of the Act. This represents a slight increase of 1% from last year (99%) in the Secretariat's overall on-time responses. Several factors contributed to the Secretariat's successful performance and on-time response rates. These include strong case file management, conducting information sessions with Secretariat officials and sector contacts, and the Secretariat's streamlined delegation orders.

In 6 instances (4%), the Secretariat sought extensions to the prescribed time limits in order to consult with other government institutions.

2.10 Exemptions Invoked

The *Privacy Act* allows, and in some instances requires, that some personal information, such as information related to law enforcement investigations, information about other individuals or information that is subject to solicitor-client privilege, be exempted and not released.

In 2013–14, the Secretariat invoked a total of 10 exemptions as per specific sections of the *Privacy Act*. The exemptions were as follows:

- Section 22.(1): Law enforcement and investigation (1)
- Section 26: Exempting personal information about individuals other than the requestor (6); and
- Section 27: Exempting personal information related to solicitor-client privilege (3).

2.11 Exclusions Invoked

The *Privacy Act* does not apply to information that is already publicly available, such as government publications and material in libraries and museums. It also excludes material such as Cabinet confidences.

In this reporting period, the Secretariat did not invoke any exclusions.

2.12 Costs

During 2013–14, the ATIP Office incurred $114,515 in salary costs to ensure appropriate implementation of the *Privacy Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the Act.

2.13 Education and Training

During 2013–14, the ATIP Office continued to conduct training sessions for the Secretariat's employees on a regular basis—13 sessions were provided to 228 staff. Some of these sessions were tailored to specific needs of divisional teams and sectors across the Secretariat.

2.14 Policies, Guidelines, Procedures and Initiatives

To make the process of requesting government records simpler and more convenient, on April 9, 2013, the Government of Canada launched a pilot initiative that enables Canadians to submit their ATIP requests and fees online.[x] Citizenship and Immigration Canada, Shared Services Canada and the Treasury Board of Canada Secretariat were the participants in the pilot. The service has now been expanded to include 23 federal government institutions, making it easier to submit an access to information or privacy request across government. This initiative is part of the modernization of the administration of access to information, one of the commitments of *Canada's Action Plan on Open Government*.[xi]

To ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the Secretariat's ATIP Office disseminated a variety of tools and checklists, and held face-to-face meetings to share these tools with new staff and contacts. These tools and meetings were instrumental in ensuring that the Secretariat's employees are aware of their roles and responsibilities related to ATIP requests.

2.15 Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed two new complaints with the Privacy Commissioner in 2013–14. The reasons for the new complaints were as follows:

- One complaint was for refusal to provide all documents; and
- One complaint was on the use and disclosure of personal information.

During this fiscal year, one complaint investigation was completed. Results were as follows:

- One complaint was not well-founded.

All completed complaints dealt with formal responses to requests made under the *Privacy Act*.

There were no new court cases in 2013–14. There have been no new court cases against the Secretariat in relation to the *Access to Information Act* and the *Privacy Act* in the last six years.

2.16 Privacy Impact Assessments

Three Privacy Impact Assessments (PIAs) were completed in 2013–14.

The first PIA dealt with web analytics used by federal government institutions. Web analytics is the collection, analysis, measurement and reporting of web traffic and visitor behaviour in order to understand and optimize web usage. The PIA Report (*Web Analytics Privacy Impact Assessment Report*[xii]) made five recommendations to mitigate potential privacy risks associated with the use of Internet protocol addresses, and other digital marker information such as cookies, that are set on the user's browser to track, for example, the number of visits and the unique visitors to one or more websites.

The second PIA was developed as a result of the pilot initiative that now enables Canadians to submit ATIP requests online. The PIA for the ATIP Online Request Pilot, which was launched on April 9, 2013, involved Citizenship and Immigration Canada, Shared Services Canada and the Secretariat. The PIA examined the data flow of the information through the system, from the point of collection by Citizenship and Immigration Canada to the point of reception of the information by the appropriate ATIP office of participating departments. The purpose of the PIA was to assess, reduce and mitigate potential risks associated with the collection of personal information over the Internet to enable the secure transfer of personal information to the appropriate department.

A third PIA, on the Executive Talent Management System (ETMS), was developed by the Secretariat. The ETMS is an online system housed on a secure server that integrates executive talent management and performance management data for the Government of Canada's executive community. This new comprehensive online system supports both talent and

performance processes, and facilitates complex analyses and reporting requirements. The purpose of the PIA was to identify the extent to which the ETMS complies with privacy principles and appropriate statutes.

2.17 Disclosures Under Paragraph 8(2)(*m*) of the *Privacy Act*

Paragraph 8(2)(*m*) allows for the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual. There were no disclosures pursuant to paragraph 8(2)(*m*) for the 2013–14 period.

2.18 Information Holdings

Info Source is a series of publications containing information about and collected by the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in *Sources of Federal Government and Employee Information 2013*.[xiii] ***Info Source*** also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions that are subject to the *Privacy Act*. The Secretariat does not have any exempt personal information banks.

Since the *Access to Information Act* and the *Privacy Act* were enacted, technology and communications approaches have evolved. In order to improve service delivery and reduce reporting burdens on institutions, the Chief Information Officer Branch of the Secretariat undertook to transform *Info Source: Sources of Federal Government and Employee Information* from a static electronic document to a responsive web resource and to improve service to both the public and to ATIP professionals in federal departments. The ATIP Office of the Secretariat participated in the initial pilot to test a decentralized approach to publishing of *Info Source*. This initiative has made it easier to access government information, and it helped strengthen transparency to the public.

All *Info Source* publications[xiv] are available online free of charge.

Appendix A: Statistical Report on the *Access to Information Act*

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	578
Outstanding from previous reporting period	60
Total	638
Closed during reporting period	563
Carried over to next reporting period	75

1.2 Sources of requests

Source	Number of Requests
Media	148
Academia	6
Business (Private Sector)	61
Organization	17
Public	346
Total	578

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	1	33	11	11	3	0	0	59
Disclosed in part	1	29	13	31	29	18	2	123
All exempted	0	2	2	1	0	0	0	5
All excluded	1	1	4	6	1	2	0	15
No records exist	263	38	12	0	1	0	0	314
Request transferred	17	0	0	0	0	0	0	17
Request abandoned	20	6	0	1	0	2	0	29
Treated informally	1	0	0	0	0	0	0	1
Total	304	109	42	50	34	22	2	563

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	3	20.1	0
13(1)(b)	1	16(2)(b)	0	18(b)	32	20.2	0
13(1)(c)	4	16(2)(c)	16	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	8	21(1)(a)	81
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	63
14(a)	1	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	36
14(b)	1	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	28
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	8	16.2(1)	1	19(1)	67	22.1(1)	0
15(1) - S.A.*	10	16.3	0	20(1)(a)	2	23	33
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	15	24(1)	7
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	1	26	1
16(1)(a)(iii)	0	16.5	0	20(1)(c)	20		
16(1)(b)	0	17	0	20(1)(d)	3		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	2	69(1)(a)	10	69(1)(g) re (a)	31
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	9	69(1)(g) re (c)	21
68.1	0	69(1)(d)	4	69(1)(g) re (d)	6
68.2(a)	0	69(1)(e)	26	69(1)(g) re (e)	28
68.2(b)	0	69(1)(f)	1	69(1)(g) re (f)	4
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	47	12	0
Disclosed in part	91	32	0
Total	138	44	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	4152	4146	59
Disclosed in part	40068	22307	123
All exempted	230	0	5
All excluded	5902	0	15
Request abandoned	5280	261	29

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	49	506	9	2615	0	0	1	1025	0	0
Disclosed in part	64	1780	39	6223	13	5062	6	8188	1	1054
All exempted	4	0	1	0	0	0	0	0	0	0
All excluded	13	0	1	0	0	0	0	0	1	0
Abandoned	27	0	1	261	0	0	1	0	0	0
Total	157	2286	51	9099	13	5062	8	9213	2	1054

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	24	8	0	52	84
Disclosed in part	102	20	0	112	234
All exempted	1	1	0	4	6
All excluded	14	0	0	14	28
Abandoned	2	8	0	1	11
Total	143	37	0	183	363

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
13	4	0	6	3

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	2	0	2
31 to 60 days	1	2	3
61 to 120 days	6	0	6
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	2	2
Total	9	4	13

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	1	0	12	3
Disclosed in part	4	38	43	12
All exempted	0	0	0	1
All excluded	0	13	0	0
No records exist	0	0	0	0
Request abandoned	2	2	0	0
Total	7	53	55	16

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	4	0	10	1
31 to 60 days	0	0	16	14
61 to 120 days	1	23	22	0
121 to 180 days	2	23	4	1
181 to 365 days	0	7	3	0
365 days or more	0	0	0	0
Total	7	53	55	16

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	322	$1,610	16	$80
Search	3	$780	2	$1,833
Production	0	$0	0	$0
Programming	1	$60	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	2	$124	1	$152
Total	328	$2,574	19	$2,065

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	173	6214	0	0
Outstanding from the previous reporting period	5	483	0	0
Total	178	6697	0	0
Closed during the reporting period	168	6339	0	0
Pending at the end of the reporting period	10	358	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	67	17	6	1	0	0	0	91
Disclose in part	9	18	5	2	0	0	0	34
Exempt entirely	1	1	0	0	0	0	0	2
Exclude entirely	2	1	0	0	0	0	0	3
Consult other institution	20	9	3	1	0	0	0	33
Other	3	2	0	0	0	0	0	5
Total	102	48	14	4	0	0	0	168

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0		0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	14	0
16 to 30	12	4
31 to 60	5	1
61 to 120	12	7
121 to 180	6	5
181 to 365	0	0
More than 365	0	0
Total	49	17

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$458,059
Overtime		$4,385
Goods and Services		$105,343
• Professional services contracts	$80,810	
• Other	$24,533	
Total		**$567,787**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	6.50	0.00	6.50
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.50	0.00	0.50
Students	0.00	0.00	0.00
Total	7.00	0.00	7.00

Appendix B: Statistical Report on the *Privacy Act*

Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	144
Outstanding from previous reporting period	3
Total	147
Closed during reporting period	139
Carried over to next reporting period	8

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	4	1	1	0	0	0	0	6
Disclosed in part	0	1	5	0	0	0	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	118	5	0	0	0	0	0	123
Request abandoned	4	0	0	0	0	0	0	4
Total	126	7	6	0	0	0	0	139

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	6
19(1)(f)	0	22.1	0	27	3
20	0	22.2	0	28	0
21	0	22.3	0		

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2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	6	0	0
Disclosed in part	6	0	0
Total	12	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	444	444	6
Disclosed in part	4101	3565	6
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	4

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	5	53	1	391	0	0	0	0	0	0
Disclosed in part	0	0	3	736	1	581	2	2248	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	4	0	0	0	0	0	0	0	0	0
Total	9	53	4	1127	1	581	2	2248	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	5	0	0	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	6	0	0	0	6

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	1	0
Disclosed in part	0	0	5	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	6	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	6	0
Total	0	0	6	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	10	198	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	10	198	0	0
Closed during the reporting period	10	198	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	4	2	0	0	0	0	0	6
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	2	0	0	0	0	0	0	2
Total	8	2	0	0	0	0	0	10

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		$114,515
Overtime		$0
Goods and Services		$6,133
• Contracts for privacy impact assessments	$0	
• Professional services contracts	$0	
• Other	$6,133	
Total		**$120,648**

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	1.50	0.00	1.50
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	1.50	0.00	1.50

Appendix C: Delegation Orders

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

DELEGATION ORDER

ACCESS TO INFORMATION ACT

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Access to Information Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached Schedule A.

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS

LOI SUR L'ACCÈS À L'INFORMATION

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, le Directeur de l'accès à l'information et de la protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire, à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions ou les pouvoirs détaillés dans l'annexe A ci-jointe.

President of the Treasury Board
Président du Conseil du Trésor

Date : 23/6/14

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

DELEGATION ORDER

PRIVACY ACT

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Privacy Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached schedule B.

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS

LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Directeur de l'accès à l'information et protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions et les pouvoirs détaillés dans l'annexe B ci-jointe.

President of the Treasury Board
Président du Conseil du Trésor

Date : 23/6/11

Schedule A: Sections of the *Access to Information Act* to Be Delegated

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
4(2.1)	Responsibility of government institutions	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(a)	Notice when access requested	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(b)	Giving access to record	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(1)	Transfer of request to another government institution	Director, Access to Information and Privacy Senior Director, Ministerial Services
9	Extension of time limits	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(2), (3), (4), (5), (6)	Additional fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
12(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services
12(3)(b)	Access in an alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services
13	Exemption – Information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services
15	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services
16	Exemption – Law enforcement and investigations	Director, Access to Information and Privacy Senior Director, Ministerial Services
16.5	Exemption – *Public Servants Disclosure Act*	Director, Access to Information and Privacy Senior Director, Ministerial Services
17	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
18	Exemption – Economic interests of Canada	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
18.1	Exemption – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	Director, Access to Information and Privacy Senior Director, Ministerial Services
19	Exemption – Personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services
20	Exemption – Third-party information	Director, Access to Information and Privacy Senior Director, Ministerial Services
21	Exemption – Operations of government	Director, Access to Information and Privacy Senior Director, Ministerial Services
22	Exemption – Testing procedures, tests and audits	Director, Access to Information and Privacy Senior Director, Ministerial Services
22.1	Exemption – Audit working papers and draft audit reports	Director, Access to Information and Privacy Senior Director, Ministerial Services
23	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services
24	Exemption – Statutory prohibitions	Director, Access to Information and Privacy Senior Director, Ministerial Services
25	Severability	Director, Access to Information and Privacy Senior Director, Ministerial Services
26	Exception – Information to be published	Director, Access to Information and Privacy Senior Director, Ministerial Services
27(1), (4)	Third-party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services
28(1)(b), (2), (4)	Third-party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services
29(1)	Where the Information Commissioner recommends disclosure	Director, Access to Information and Privacy Senior Director, Ministerial Services
33	Advising Information Commissioner of third-party involvement	Director, Access to Information and Privacy Senior Director, Ministerial Services
35(2)(b)	Right to make representations	Secretary

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
37(1)	Notice of actions to implement recommendations of Commissioner	Secretary
37(4)	Access to be given to complainant	Director, Access to Information and Privacy Senior Director, Ministerial Services
43(1)	Notice to third party (application to Federal Court for review)	Director, Access to Information and Privacy Senior Director, Ministerial Services
44(2)	Notice to applicant (application to Federal Court by third party)	Director, Access to Information and Privacy Senior Director, Ministerial Services
52(2)(b), (3)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services
71(1)	Facilities for inspection of manuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
72	Annual report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services
Section of the *Access to Information Regulations*	**Powers, Duties or Functions**	**Position**
6(1)	Transfer of request	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(2)	Search and preparation fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(3)	Production and programming fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
8	Providing access to record(s)	Director, Access to Information and Privacy Senior Director, Ministerial Services
8.1	Limitations in respect of format	Director, Access to Information and Privacy Senior Director, Ministerial Services

Schedule B: Sections of the *Privacy Act* to Be Delegated

Section of the *Privacy Act*	Powers, Duties or Functions	Position
8(2)(j)	Disclosure for research purposes	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(2)(m)	Disclosure in the public interest or in the interest of the individual	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(4)	Copies of requests under 8(2)(e) to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(5)	Notice of disclosure under 8(2)(m)	Director, Access to Information and Privacy Senior Director, Ministerial Services
9(1)	Record of disclosures to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services
9(4)	Consistent uses	Director, Access to Information and Privacy Senior Director, Ministerial Services
10	Personal information to be included in personal information banks	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Notice where access requested	Director, Access to Information and Privacy Senior Director, Ministerial Services
15	Extension of time limits	Director, Access to Information and Privacy Senior Director, Ministerial Services
17(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services
17(3)(b)	Access to personal information in alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services
18(2)	Exemption (exempt bank) – disclosure may be refused	Director, Access to Information and Privacy Senior Director, Ministerial Services
19(1)	Exemption – Personal information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services
19(2)	Exemption – Where authorized to disclose	Director, Access to Information and Privacy Senior Director, Ministerial Services
20	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Act*	Powers, Duties or Functions	Position
21	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services
22	Exemption – Law enforcement and investigation	Director, Access to Information and Privacy Senior Director, Ministerial Services
22.3	Exemption – *Public Servants Disclosure Protection Act*	Director, Access to Information and Privacy Senior Director, Ministerial Services
23	Exemption – Security clearances	Director, Access to Information and Privacy Senior Director, Ministerial Services
24	Exemption – Individuals sentenced for an offence	Director, Access to Information and Privacy Senior Director, Ministerial Services
25	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
26	Exemption – Information about another individual	Director, Access to Information and Privacy Senior Director, Ministerial Services
27	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services
28	Exemption – Medical record	Director, Access to Information and Privacy Senior Director, Ministerial Services
31	Notice of intention to investigate	Director, Access to Information and Privacy Senior Director, Ministerial Services
33(2)	Right to make representation	Secretary
35(1)	Notice of actions to implement recommendations of Commissioner	Secretary
35(4)	Access to be given	Director, Access to Information and Privacy Senior Director, Ministerial Services
36(3)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	Secretary
51(2)(b)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services
51(3)	*Ex parte* representations	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Act*	Powers, Duties or Functions	Position
72(1)	Report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Regulations*	Powers, Duties or Functions	Position
9	Reasonable facilities and time provided to examine personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(2)	Notification that correction to personal information has been made	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(4)	Notification that correction to personal information has been refused	Director, Access to Information and Privacy Senior Director, Ministerial Services
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	Director, Access to Information and Privacy Senior Director, Ministerial Services

Endnotes

i. **Access to Information Act**, http://laws-lois.justice.gc.ca/eng/acts/A-1/

ii. ***Info Source Bulletin***, http://www.infosource.gc.ca/bulletin/bulletin-eng.asp

iii. ***Completed access to information requests***, http://www.tbs-sct.gc.ca/atipo-baiprp/req/req-eng.asp

iv. **Access to Information and Privacy (ATIP) Online Request Service**, https://atip-aiprp.apps.gc.ca/atip/welcome.do?lang=en

v. ***Canada's Action Plan on Open Government***, http://data.gc.ca/eng/canadas-action-plan-open-government

vi. ***Sources of Federal Government and Employee Information 2013***, http://www.infosource.gc.ca/emp/emptb-eng.asp

vii. ***Info Source* publications**, http://www.infosource.gc.ca

viii ***Privacy Act***, http://laws-lois.justice.gc.ca/eng/acts/P-21/

ix. ***Info Source Bulletin***, http://www.infosource.gc.ca/bulletin/bulletin-eng.asp

x. **Access to Information and Privacy (ATIP) Online Request Service**, https://atip-aiprp.apps.gc.ca/atip/welcome.do?lang=en

xi. ***Canada's Action Plan on Open Government***, http://data.gc.ca/eng/canadas-action-plan-open-government

xii. ***Web Analytics Privacy Impact Assessment Report***, http://www.tbs-sct.gc.ca/atip-aiprp/tools/piar-refrpcpr-eng.asp?format=print

xiii. ***Sources of Federal Government and Employee Information 2013***, http://www.infosource.gc.ca/emp/emptb-eng.asp

xiv. ***Info Source* publications**, http://www.infosource.gc.ca/index-eng.asp